

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WtWB02-11

Date: May 6, 2002

Expiration Date: 06/30/03
69:130:lh:5623

TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING
JUNE 30, 2002

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) financial reporting instructions and due dates for the submission of the WtW Summary of Expenditures reports for WtW funds.

All WtW expenditure reports for the period ending June 30, 2002, are due to the Financial Management Unit (FMU) no later than, July 20, 2002, and must be submitted in accordance with the attached line-item instructions. The WtW Summary of Expenditures reports must be submitted by program year and must reflect cumulative data for each subgrant in which WtW funds were provided.

Expenditures must be reported by Year of Allocation (YOA) and Grant Code (GC), e.g., 800 and 801, on separate WtW Summary of Expenditures reports. To better assist the quarterly expenditure reporting process, a list which identifies the YOA and corresponding GCs is provided below:

YOA	GC
97	800, 805, 806
99	801, 807, 808

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly expenditure reports in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business July 20, 2002.

NOTE: In addition to the direct transmission of the reports, signed hard copies of all WtW fourth quarter reports are required and must be received in the FMU by July 27, 2002.

Subgrantees without access to the JTA system must submit signed quarterly reports by mail or fax no later than close of business July 20, 2002. Faxed reports are to be directed to Martha Overman, WtW Financial Management Unit, at (916) 654-9586. A WtW Directive WtWD02-2 with the *WtW Summary of Expenditures Form and Line-Item Instructions* is available as an attachment at the end of this bulletin.

SPECIAL REQUIREMENTS – Filing WtW “Closeout” Expenditure Reports

Expenditure reports which reflect that **all** allocations in a master subgrant or stand-alone contract have been fully spent must be marked as closeout reports by indicating “C” in Section I, Line 6. Closeout reports are due 60 days after the expiration of fund availability, or 60 days after all grant funds within the master subgrant have been expended, whichever comes first. Both 85 percent and 15 percent WtW grant subgrantees are required to submit a closeout package in accordance with the instructions contained in the WtW Directive WtWD02-3, dated March 8, 2002, *WtW Grant Program Closeout Guide*. This guide containing the necessary closeout forms is available as an Attachment at the end of this bulletin.

Closeout documentation for WtW funding must be mailed to:

Attention: Martha Overman
Welfare-to-Work Closeout Desk
Financial Management Unit, MIC 69
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Questions with regard to reporting or closeout issues or this bulletin should be directed to Martha Overman at (916) 657-2744.

/S/ JIM CURTIS
Chief

Attachments are available on the Internet:

1. [WtW Summary of Expenditures Form and Line-Item Instructions](#)
2. [WtW Grant Program Closeout Guide](#)